Checklist

-------I have checked this entry for copyright violations. All sources have been documented properly.

------I have included my completed Project Entry Form, both in hard copy and as a document saved to the CD or DVD containing my entry.

------I have included a bibliography or works cited page saved to the project CD or DVD.

------I have included signed project release forms.

------I have checked to ensure no personal information is on the submitted project, including last names.

------I have labeled the entry with students' name(s), platform (PC or Mac), grade level, software used, school and city.

------I have checked the disk to make sure all components of my project work properly and no piece is missing, including graphics, sounds, videos, stacks, etc.

------I have packaged and mailed 3 copies of my project entry and all required materials (a set for each of the three entries).

Other tips:

Double-check all links and buttons in your project to ensure that they work. Try out the project on different computers to make certain it will run smoothly.

Use only the most basic fonts that come with most word processors. Selecting unusual fonts in your designs could cause problems for viewers who don't have those fonts. Examples of basic fonts: Times New Roman, Arial, Courier.

Double-check entry packets to ensure disks are clearly marked and all paperwork is included. You should include three sets of your entry, each including a project disk and all required paperwork. These will be distributed to three different judges. If packages are not complete, your entry will not be judged.

Make sure you include reliable contact information—we might have a question during the coordination and judging process; also, if your project is a winner, we have to get in touch with you to let you know!